The Admission Process: What I’ve Figured Out So Far

DONNA HAACK, SCHOOL OF NURSING
APRIL 20, 2012

1. Post the application instructions on your School/Department website and refer potential applicants to the site and/or send materials to prospective students that describe the academic program, admission criteria and application instructions. Include the link to the Graduate School online application.

2. Create a supplemental application to collect data and materials unique to your school/department. Applicants can upload resumes, licenses, certifications, and writing samples, for example.

3. The School of Nursing instructs the applicant to request official transcripts be sent to the applicant. When all transcripts have been received, then the applicant should send them in one envelope to the School of Nursing. This helps to reduce the number of questions about transcripts being received.

4. Look over transcripts for transfer credits and determine if applicant needs to submit a transcript from the original school. Communicate this to the applicant as soon as possible.

5. Use the communications template in GWIS to let the applicant know that the application has been received and to inform them whether or not the application is complete. Refer them to the checklist on MyUW, but do not assume that the applicant is checking this. If time goes by with no activity or no communication from the applicant, contact him/her with a reminder of what is missing. Remind them of the deadline and let them know that incomplete applications will not be reviewed. Ask the applicant if they wish to withdraw their application. If no response, send a final message that states that their application will be withdrawn if it remains incomplete on the deadline date. Document your attempts to reach the applicant and include these in the applicant file.

6. Letters of recommendation are most often the item that will hold up the application from becoming complete. Do what you can to facilitate the process between applicant and letter writer. If the process isn’t working for whatever reason, have a Plan B. I use the rtf (rich text format) of the form letter and send it to the letter writer with instructions to return the completed letter to me by fax or email.

7. Try to keep up with the applications as they come in. Check off items received in GWIS to help reduce some of the calls and emails from applicants.

8. If the applicant is international, use GWIS Bulletin Board to look up the schools attended to assist with transcript evaluation and to determine the language of instruction. If unsure how to evaluate the transcript, request an evaluation by the Graduate School staff.

9. If the application is complete, let them know the next step. Give them an idea of when the applications will be reviewed and how/when they will be notified.

10. The Graduate School admissions staff are very helpful and responsive. The IT staff will assist you in putting together a supplementary application. Contact the alpha-split person with your questions regarding an application.

11. GWIS Lite for faculty/staff is the most efficient way to get the applications reviewed. Reviewers who you have authorized have access anytime and anywhere as long as they have Internet access. Transcripts and other documents that were not submitted via the online application will need to be scanned and uploaded. Using GWIS Lite translates into earlier admission recommendations and earlier notification to applicants. It’s a little more work for you, but well worth the effort.

12. Prepare letters to applicants and send these out before entering admission codes into GWIS, if possible. Good or bad news should come to the applicant first from the academic department or school via their mailbox. International applicants receive their first notice by email followed by a letter.

The admission process is always evolving and the technology is improving every year. Attend the Graduate Coordinator Meetings to learn about the process. Be an advocate for the applicant; help them to help themselves by giving them the information they need. Stay in communication with the applicants. Use the resources that the Graduate School has to offer. The work you do is very important!
Dear <fname> <lname>:

We are pleased that you have made application for admission to the Doctor of Nursing Practice program at the University of Wisconsin-Madison School of Nursing for <semester> <enroll_yr>. YOUR APPLICATION IS INCOMPLETE AT THIS TIME. If a transcript, license, certification or other item is missing, you will see that this item is not checked off on the status checklist. You can view your status checklist by logging into the MyUW Portal: https://login.wisc.edu/?appurl=my.wisc.edu/portal

Most often the item missing is a letter of recommendation. To check to see who has not submitted a letter for you, log into your application and go to the section pertaining to your recommenders. If your recommender has submitted a letter, you will find a statement to this effect below the recommenders section. If you do not find this statement, check the box to request that a reminder be sent to this individual. Then contact this person to make them aware that a reminder is being sent to their email account and ask them to submit their letter as soon as possible. Be sure that the email address you provided for each recommender is accurate.

Once your application is complete, you will see a green checkmark next to "Application Materials Completed" at the top of the status checklist. If you have any questions about the status of your application, please contact Donna Haack (dmhaack@wisc.edu or 608-263-5180). If your questions pertain to DNP degree and program requirements, please contact Marcia Voss, DNP Student Services Coordinator (mlvoss@wisc.edu or 608-263-5258). Our faculty and staff are eager to respond to your inquiries and to assist you in any way they can.

Sincerely,

Nadine M. Nehls, PhD, RN
Associate Dean for Academic Programs
Dear <fname> <lname>,

Thank you for your recent application to the Doctor of Nursing Practice program at the University of Wisconsin-Madison School of Nursing. YOU DID NOT SUBMIT THE SUPPLEMENTARY APPLICATION! Please log back into your application and complete this and be sure to hit the submit button. If you have already uploaded your CV/resume, license, and certification(s) in your application, you do not need to upload them again. You DO need to indicate your role specialization, population of interest, and whether or not you wish to add the educator option. If you are a post-Masters applicant, you need to complete the information about the graduate-level statistics course you took within the last 5 years as well as the courses you completed to satisfy the requirements for certification (adv pharm, adv physical assessment, and advanced pathophysiology).

Please contact me with any questions (dmhaack@wisc.edu or call 608-263-5180).

Donna Haack  
Graduate Admissions  
School of Nursing
Dear <fname> <lname>:

Your application for admission to the Doctor of Nursing Practice program at the University of Wisconsin-Madison School of Nursing for <semester> <enroll_yr> is INCOMPLETE. Any missing items must be received by the School of Nursing Graduate Admissions Office in K6/145B by 4:30 pm CST on March 1, 2012. Applications completed by this deadline will be accepted for review.

If a transcript, letter of recommendation, license, certification or other item is missing, you will see that this item is not checked off on the status checklist. You can view your status checklist by logging into the MyUW Portal: https://login.wisc.edu/?appurl=my.wisc.edu/portal

If the missing item is a letter of recommendation, log into your online application and go to the recommenders section. Check the box below the recommender to request that another reminder be sent to this individual. Then contact this person to make them aware that a reminder is being sent to their email account and ask them to submit their letter as soon as possible. Be sure that the email address you provided for each recommender is accurate.

Once your application is complete, you will see a green checkmark next to "Application Materials Completed" at the top of the status checklist. If you have any questions about the status of your application or need assistance, please contact me (dmhaack@wisc.edu or 608-263-5180).

Sincerely,

Donna Haack
Graduate Admissions
School of Nursing, K6/145B
University of Wisconsin-Madison
600 Highland Ave
Madison, WI  53792-2455
Dear <fname> <lname>:

We are pleased that you have made application for admission to the Doctor of Nursing Practice program at the University of Wisconsin-Madison School of Nursing for <semester> <enroll_yr>. Your application is now complete. You can watch for communications from the Graduate School regarding your admission status by logging into the MyUW portal:

https://login.wisc.edu/?appurl=my.wisc.edu/portal

Your application will be reviewed by School of Nursing faculty and a recommendation made to the Graduate School. You will be notified in writing of this recommendation once all applications are considered. My best estimate is that you will hear from us early in April. If you must have a decision sooner than this time line, please contact us.

If you have any questions about the status of your application, please contact Donna Haack (dmhaack@wisc.edu or 608-263-5180). If your questions pertain to DNP degree and program requirements, please contact Marcia Voss, DNP Program Coordinator (mlvoss@wisc.edu or 608-263-5258). Our faculty and staff are eager to respond to your inquiries and to assist you in any way they can.

Sincerely,

Nadine M. Nehls, PhD, RN
Associate Dean for Academic Programs